

## **List of Key Officials**

### **South Carolina Human Affairs Commission**

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## Agency Overview Summary

### **Agency Mission:**

The mission of the South Carolina Human Affairs Commission (SCHAC) is to *prevent and eliminate* unlawful discrimination, thereby promoting harmony and the betterment of human affairs for all citizens across the state. The agency enforces the following laws in partnership with the U.S. Equal Employment Opportunity Commission (EEOC) and the United States Department of Housing and Urban Development (HUD): the South Carolina Human Affairs Law, the South Carolina Fair Housing Law. The Commission also enforces the Equal Enjoyment and Privileges to Public Accommodations Act, the Pregnancy Discrimination Act, and the Lactation Support Act.

### **Major Program Areas:**

*Administration* - is responsible for the overall business operations and support services for the program areas of the organization. The administration staff serves as a major point of contact for persons seeking services through the agency.

The Commissioner/CAO is employed by the Governing Board (the Commission), with the approval of the Governor, and is the Chief Administrative Officer (CAO). The Commissioner coordinates all agency operations and is responsible to the nine (9) member Governing Board. The Commissioner/CAO has the responsibility for ensuring that the agency's operations follow the policies, rules, and regulations established by the Commission, the provisions of all laws administered by the SCHAC and state and federal rules and regulations.

*Consultative Services (Prevention)* – is responsible for working within local communities statewide to promote harmony and with employers to promote equal employment opportunity. This program area has two distinct divisions of work intended to *prevent* problems before they escalate into community unrest and problems in the workplace: 1) Community Relations and 2) Technical Services.



- 1) The Community Relations Division works to establish Community Relation Councils across the state to address at the local level issues that divide communities and has the effect of negativity impacting economic

growth, job creation, community harmony and continued prosperity in an area. This Division also investigates non-employment and public accommodation complaints under the South Carolina Human Affairs Law and the Equal Enjoyment and Privileges to Public Accommodations Act.

*Compliance Programs (Elimination)* – is the investigative and enforcement arm of the Commission for both employment and housing cases. When there is a violation of state and/or federal laws, it is the Commission's role to fashion an appropriate remedy to *eliminate* such violations. Our federal partners are the United States Equal Employment Opportunity Commission (EEOC) and the United States Department of Housing and Urban Development (HUD). This program area has two distinct divisions of work intended to eliminate unlawful discrimination: 1) EEO Enforcement and 2) Fair Housing Compliance. Both programs have In-Take Officers, who serve as the first point of contact to determine whether a possible violation of state and federal law may have occurred. When initial information provided indications that a violation of law may have occurred, cases are assigned to Investigators to ascertain the facts. SCHAC handles all complaints in an impartial manner and upholds its responsibility to remain a neutral fact-finding agency.

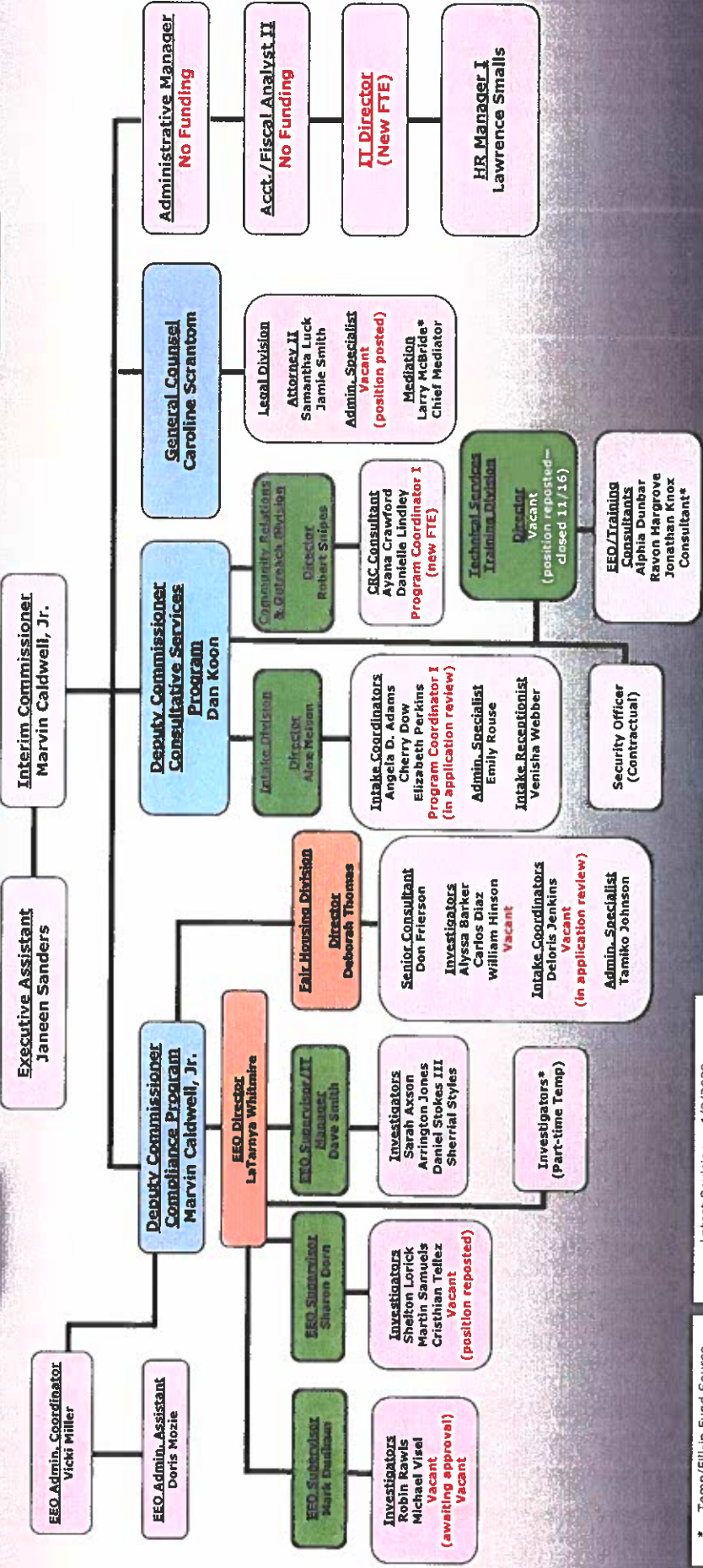
*Legal Division* – represents SCHAC in administrative and judicial proceedings related to the work of the agency. Legal counsel does not participate in the investigation of cases but review the findings in accordance with state and federal law, and judicial precedent. This Division also advises all areas of the agency on matters of the law, as necessary.

# South Carolina Human Affairs Commission Organizational Chart FY 2022-2023

**Board of Commissioners**  
James T. McLawhorn, Jr., Chair  
Sharon L. Sellers, Vice Chair

Mary Amonitti Steve Hall Kimberly P. Snipes Leon Winn



\* Temp/Fill-in Fund Source      Latest Revision : 1/9/2023

Authorized FTE's	Filled FTE's	Vacant FTE's
55	43	12

Human Affairs Commission FTE Breakdown			
Department	Title	Filled	Vacancies
Administration	Commissioner		1
Administration	Executive Assistant	1	
Administration	Adm. Program Manager I	1	
Administration	Acct./Fiscal Analyst II		1
Administration	IT Director		1
Consultative Services	Deputy Commissioner	1	
Community Relations	Supervisor	1	
Community Relations	Program Coordinator I	2	
Community Relations	Supervisor		1
Technical Services	Program Coordinator II	1	
Technical Services	Program Coordinator I	2	
Intake	Supervisor	1	
Intake	Program Coordinator II	2	
Intake	Program Coordinator I	1	
Intake	Program Assistant	2	
Compliance Programs	Deputy Commissioner	1	
Compliance Programs	Adm. Coord. II/EEO Liaison	1	
Compliance Programs	Administrative Assistant/EEO	1	
Compliance Programs/EEO	EEO Director	1	
Compliance Programs/EEO	Supervisor	3	
EEO Enforcement	Prog. Coord. II/Investigator	9	2
EEO Enforcement	Prog. Coord. I/Investigator	2	1
Fair Housing	Fair Housing Director	1	
Fair Housing	Prog. Coord. II/Investigator	3	
Fair Housing	Prog. Coord. I/Investigator	1	1
Fair Housing	Prog. Coord. II/Intake	1	1
Fair Housing	Program Assistant	1	
Legal	General Counsel/Attorney IV	1	
Legal	Attorney II	2	
Legal	Legal Assistant		1
Total		43	12
<b>Grand Total</b>			<b>55</b>

9 of the 12 vacant positions we are actively seeking to fill immediately. We will fill the others if suitable office space becomes available in-house. The vacancy in Administration will be filled when we no longer use Adm Shared Services. Currently, no funds are available to fill this position and we do not have office space.

## **Performance Update**

### **Achievements and Progress on Major Goals/Objectives**

#### *Consultative Services (Prevention)*

Since the creation of the Commission over 50 years ago, South Carolina has made strides in race relations and community harmony. People have learned to live and work together. Despite the progress made, the unrest of 2020 lets us know we cannot take progress in race relations for granted.

In the Community Relations Division (CRD) SFY 2021-22 was a time of growth and change. A new Director was hired for the program in June of 2021, and two new Community Relation Consultants were hired; thereby, giving new life to the Community Relations Program. The CRD team went through intense training in early October 2021, to develop their understanding of the scope of work expected in the SCHAC Community Relations Program.

The Division held a virtual Town Hall meeting in late October 2021 to provide the public an overview of the past and current work of the Community Relations Division. Also, a new performance measurement system was developed in early 2021, in accordance with the recommendations of the House Legislative Oversight Committee. The new performance measurement system was introduced to the 13 existing Community Relations Councils in July 2021, and their performance measurement reports were due on or before June 30, 2022. As a result of collecting this information a formalized report will be developed and shared with various legislators in early 2023, who are working with the Commission to fully staff and fund the CRD program area.

In the event of a failure to maintain racial harmony that leads to community unrest, the Community Relations Division has created a **Community Relations Alert System** to minimize the chances of loss of property and life due to community and racial unrest. The new alert system is based on the South Carolina Emergency Management Division's system that provides for alert designation for internal and external emergencies across the state. The three levels of operation are: Level 3: Normal Operations; Level 2: Enhanced Level of Awareness/Alert; and Level 1: Eminent Loss of Life and Property. SCHAC's alert system for the Community Relations Division would be delivered in the same six geographical areas that are used by the South Carolina Emergency Management Division.

The Community Relations Division maintains an informal partnership with the United States Department of Justice, Office of Community Relations Service (Atlanta Office) for technical support regarding matters of race and community relations. In addition, the Division partners with law enforcement entities such as SLED and the FBI to enhance better communications in the event of social unrest. The Division is also partnering with the University of South Carolina Center for Civil Rights and The Center for Creative Partnership to create opportunities for dialogue within communities regarding race relations.

The CRD staff of three people successfully updates and maintains the agency's Web page and social media postings to enhance the mission and vision of the CRD and agency, and to make the public aware of SCHAC services. Additionally, the Community Relations Division is responsible for resolving complaints in compliance with the South Carolina Public Accommodations Law. During SFY 2021-2022, 28 cases were filed under Statute 1-13-90 (e) and the Public Accommodations Law, and 21 were closed.

The CR Division is actively engaging city and county councils and other planning groups initiating efforts to revive and create new Community and Race Relation Councils.

The *Technical Services Division* successfully monitored the hiring and promotions of employees in 90 State agencies, and on February 1, 2022, issued the "Annual Report to the General Assembly on the Status of Equal Employment Opportunity in South Carolina State Government". SCHAC uses the Computerized Affirmative Action Management System (CAAMS) to evaluate employment data provided by each State agency in the monitoring of their recruitment, hiring, and promotion practices. In support of fostering an environment of continuous improvement, SCHAC successfully migrated CAAMS affirmative action data to a service platform (cloud) to make use of the most up-to-date labor data available. CAAMS assesses available statistical data, creates affirmative action plans (AAP), and reports on each State agency's goal attainment in employment. Affirmative Action Plans and programs are used to eliminate preferences, not to create them. If followed, the AAP becomes the guide for a program that should result in fair employment for all people based on race and sex, including white males. In the last year, two (2) agencies maintained exempt status, granted when agencies employ minorities/women at rates reasonably expected, based on the availability of

qualified people to fill positions; two (2) agencies achieved 100% of their goal attainment; eleven (11) agencies brought their goal attainment up by 5 % or more, and five (5) increased it by more than 10 %.

Training is another important way to prevent and eliminate discrimination. The Technical Services and Training Division provided 38 training sessions to nine (9) State agencies and thirteen (13) county government/other entities, impacting 2,845 employees during SFY 21-22. Prevention is achieved by educating Human Resource personnel and employees about EEO Laws and professionalism in the workplace. SCHAC continued to see an increase in employers requesting training for employees to prevent claims of unlawful discrimination. When the COVID-19 pandemic negatively impacted the agency's ability to provide in-person training during the reporting period, staff provided interactive virtual training as an alternative. Additional training options were developed and implemented during this time to increase outreach, education, and meet the training needs of employers.

### *Compliance Programs (Elimination)*

#### 1) EEO Enforcement

During FFY 20-21, a total of 825 employment discrimination complaints were received for investigation from the Intake Department or transferred to SCHAC from the EEOC. (Any difference in Intake and Enforcement Reporting numbers related to Intake are due to waivers to and receipts from the EEOC.) This resulted in 837 final actions taken by SCHAC, five (5) of which were no credit. Of those final actions: 194 were based on race; 105 were based on sex; 135 were based on disability; 53 were based on age; four (4) were based on religion; (five) 5 were based on national origin; 23 were based on retaliation; zero (0) were based on color; and 318 were on multiple bases (e.g., race, sex, and retaliation, or religion and national origin).

Final Actions or closures issued by SCHAC during federal fiscal year are: 103 Administrative Closures (including 5 closures for no credit); 621 No Cause Determinations; 98 Conciliations/Settlements. The total monetary value of settlements achieved for the charging parties was \$1,352,363.00. Three (3) potential "Cause Cases" were forwarded to the EEOC for additional processing, and 12 cases were closed for additional credit under other categories such as for federal class action suits.



## 2) Fair Housing Compliance

Based on South Carolina's population, HUD expects SCHAC to close at least 60 cases per fiscal year. During SFY22, SCHAC completed 146 cases. Of those 146 cases completed 24 were based on race; ten (10) were based on sex; 65 were based on disability; five (5) were based on familial status; (2) were based on religion; eight (8) were based on national origin; one (1) were based on color; and 65 were based on multiple bases (e.g., race, sex, and retaliation, or religion and national origin, etc.).

SCHAC has consistently exceeded performance over the past three contract years and continued this success despite the pandemic. During SFY21-22, the HUD revenue was \$612,325.56, after vouchering for \$592,695.00, and \$571,395.00 during the prior two fiscal years. As a result of these successes, HUD has renewed the Memorandum of Understanding with SCHAC. This is the fifth time (five consecutive years) in the agency's history that over 100 housing cases have been closed during the state fiscal year.

### *Legal Division*

The Legal Department, which (among other functions) carries out the agency's mission through the enforcement provisions of SCHAC's laws, instituted four (4) housing hearings related to 'for cause' investigations this fiscal year, two (2) of which were removed to state Circuit Court at the election of a party. In employment, the legal department resolved two (2) 'for cause' employment matters against state agencies. During the fiscal year, SCHAC received \$3,750 in civil penalties as awards obtained by the legal department in matters it resolved. In another matter, the department obtained a court order awarding SCHAC a judgment for \$6,227.46 for litigation costs.

As a result of mediation, 35 complaints were successfully resolved from a total of 74 mediations. Settlement funds from mediation totaled \$440,700.00 during FFY 20-21. The remaining 39 cases continued to full investigation. Mediations are important because they give the charging party and the respondent an opportunity to resolve their issues and come to mutually agreed terms in settling the matter without a full investigation or court involvement.

### *Administration*

Celebrating 50 years of existence as an agency is a major accomplishment and recognizing that achievement was an important milestone during the past fiscal year.

This significant anniversary date gave the administrative arm of the agency the opportunity to share with the public the services provided by SCHAC and to share with citizens the significant impact the agency made upon the State in bringing harmony, economic opportunity, and fairness to a diverse South Carolina population. The agency produced three short videos about the history and services of the Commission, as well as took part in an hour long ETV program broadcasted to the public about the work of the agency. The Anniversary celebration culminated by way of a Forum that highlighted how women during the past 50 years have made major societal achievements economically and socially, partly through the impactful work of the Technical Services Program of SCHAC. The Anniversary Forum also emphasized how state government, local government and businesses have embraced inclusivity of all people and how this achievement over the past 50 years, in part due to the work of SCHAC, has vastly improved economic development for the state, and employment opportunities not only for African Americans but for all South Carolinians.

Also, during this reporting period, Administration worked to fulfil the suggested recommendation of the House Legislative Oversight Committee's directive to improve the retention rate of employees by implementing the following: 1) completed and implemented an extensive class and compensation study, and 2) increased the salary of employees through retention pay that was in part based on the class and compensation study. In addition to the major accomplishments in program areas, additional administrative goals, strategies, and objectives achieved included: the consistent use of the EPMS on an annual universal date; monthly management meetings to review expectations and standards; increased customer awareness through the agency website, social media, and outreach; and, partnering with three federal agencies – EEOC, HUD, and DOJ. Oversight of the following administrative support functions, i.e., budgeting, accounts payable, and reporting; clean state and federal audits; human resource management; procurement; building services and maintenance; and implementation of other services, ensured the smooth daily operation of the agency.

During SFY 21-22, SCHAC contracted with the Department of Administration's Shared Services to assist with HR, procurement, and budgetary matters. This allowed the agency to operate with a greater level of efficiency.

South Carolina Human Affairs Commission  
FY22 Budget vs Actual

Fund	Division	Commitment Item	Current Budget	YTD Actual Expense	Commitments	Remaining Balance
10010000	ADMINISTRATION	501058	295,006.93	295,006.93	0.00	0.00
		501070	55,888.06	55,888.06	0.00	0.00
		512001	284,107.24	263,036.40	0.00	21,070.84
		501033	115,609.69	115,609.69	0.00	0.00
	COMP PROGRAMS	501058	604,571.25	604,571.25	0.00	0.00
		501070	30,160.47	29,765.47	0.00	395.00
		512001	224,655.17	86,871.06	0.00	137,784.11
	CONSULTIVE SERVICES	501058	558,514.44	558,514.44	0.00	0.00
		501070	19,750.00	19,750.00	0.00	0.00
		512001	206,568.42	94,545.52	0.00	112,022.90
	SC PREGNANCY ACCOM	561000	59,609.23			59,609.23
	STATE EMPLOYER CONTR	513000	641,951.02	641,951.02	0.00	0.00
	<b>10010000 Total</b>			<b>3,096,391.92</b>	<b>2,765,509.84</b>	<b>0.00</b>
30350000	COMP PROGRAMS	501058	434,250.00	291,087.41	0.00	143,162.59
		501070	15,000.00	12,628.39	0.00	2,371.61
		512001	360,656.00	81,114.95	0.00	279,541.05
	CONSULTIVE SERVICES	501070	750.00	750.00	0.00	0.00
		STATE EMPLOYER CONTR	513000	194,000.00	142,561.12	0.00
	<b>30350000 Total</b>			<b>1,004,656.00</b>	<b>528,141.87</b>	<b>0.00</b>
30370000	ADMINISTRATION	512001	3,500.00			3,500.00
	CONSULTIVE SERVICES	512001	18,000.00			18,000.00
<b>30370000 Total</b>			<b>21,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,500.00</b>
36340000	IT UPGRADES	512001	20,354.49			20,354.49
<b>36340000 Total</b>			<b>20,354.49</b>	<b>0.00</b>	<b>0.00</b>	<b>20,354.49</b>
50000000	COMP PROGRAMS	501058	288,500.00	235,604.07		52,895.93
		501070	8,000.00	3,784.00		4,216.00
		512001	205,317.00	61,861.98	0.00	143,455.02
	STATE EMPLOYER CONTR	513000	112,400.00	89,444.61		22,955.39
<b>50000000 Total</b>			<b>614,217.00</b>	<b>390,694.66</b>	<b>0.00</b>	<b>223,522.34</b>
<b>Grand Total</b>			<b>4,757,119.41</b>	<b>3,684,346.37</b>	<b>0.00</b>	<b>1,072,773.04</b>

South Carolina Human Affairs Commission  
 FY23 Budget vs Actual  
 As of 1/9/23

Fund	Division	Commitment Item	Current Budget	YTD Actual Expense	Commitments	Remaining Balance
10010000	ADMINISTRATION	501058	366,536.00	166,927.20		199,608.80
		501070	62,500.00	45,259.84	0.00	17,240.16
		512001	262,170.84	212,592.35	11,900.79	37,677.70
	COMP PROGRAMS	501033	126,500.00	68,520.79		57,979.21
		501058	818,229.00	339,280.41		478,948.59
		501070	100,750.00	42,866.44	0.00	57,883.56
		512001	338,179.11	25,726.98	20,275.65	292,176.48
	CONSULTIVE SERVICES	501058	595,944.00	301,812.82		294,131.18
		501070	15,000.00	46,092.67		-31,092.67
		512001	212,022.90	60,674.99	14,993.33	136,354.58
	SC PREGNANCY ACCOM	561000	59,609.23			59,609.23
	STATE EMPLOYER CONTR	513000	814,956.00	378,692.56	0.00	436,263.44
	<b>10010000 Total</b>			<b>3,772,397.08</b>	<b>1,688,447.05</b>	<b>47,169.77</b>
10050023	CISCO SWITCHES REPLC	561000	9,000.00			9,000.00
	PUBLIC INFORMATN IT	561000	70,000.00			70,000.00
	SECURITY CAMERAS	561000	60,000.00		24,607.04	35,392.96
<b>10050023 Total</b>			<b>139,000.00</b>	<b>0.00</b>	<b>24,607.04</b>	<b>114,392.96</b>
30350000	COMP PROGRAMS	501058	318,616.00	180,762.31		137,853.69
		501070	90,000.00	42,530.58	0.00	47,469.42
		512001	369,583.00	34,971.52	3,222.53	331,388.95
	STATE EMPLOYER CONTR	513000	181,457.00	91,667.65	0.00	89,789.35
<b>30350000 Total</b>			<b>959,656.00</b>	<b>349,932.06</b>	<b>3,222.53</b>	<b>606,501.41</b>
30370000	ADMINISTRATION	512001	3,500.00			3,500.00
	COMP PROGRAMS	512001	25,000.00			25,000.00
	CONSULTIVE SERVICES	512001	38,000.00	6,990.00	0.00	31,010.00
<b>30370000 Total</b>			<b>66,500.00</b>	<b>6,990.00</b>	<b>0.00</b>	<b>59,510.00</b>
36340000	IT UPGRADES	512001	20,354.49			20,354.49
<b>36340000 Total</b>			<b>20,354.49</b>	<b>0.00</b>	<b>0.00</b>	<b>20,354.49</b>
50000000	COMP PROGRAMS	501058	175,230.00	144,606.77		30,623.23
		501070	15,000.00	18,875.00	0.00	-3,875.00
		512001	357,300.00	27,626.23	6,115.55	323,558.22
	STATE EMPLOYER CONTR	513000	66,687.00	59,123.86	0.00	7,563.14
<b>50000000 Total</b>			<b>614,217.00</b>	<b>250,231.86</b>	<b>6,115.55</b>	<b>357,869.59</b>
<b>Grand Total</b>			<b>5,572,124.57</b>	<b>2,295,600.97</b>	<b>81,114.89</b>	<b>3,195,408.71</b>

SOUTH CAROLINA HUMAN AFFAIRS COMMISSION			
SUMMARY OF CARRY FORWARD AND CURRENT CASH BALANCES			
FISCAL YEAR 2023			
Office / Description	Fund	Balance	6/30/2022
General Fund	1001	271,273	
SC Pregnancy Accommodations Act Training Non Recurring	1001	59,609	
Operating Revenue	3035	1,165,745	
Covid-19 GF Reimbursement	3035	32,586	
Special Deposits	3037	139,704	
Capital Reserve Fund/Information Technology Upgrades	3634	20,354	
Human Affairs Forum	3874	39,191	
Sale Of Assets	3958	25	
<b>Grand Total</b>		<b>1,728,487</b>	

**FORM B1 -- RECURRING OPERATING REQUEST**

**AGENCY PRIORITY**

1  
*Provide the Agency Priority Ranking from the Executive Summary.*

**TITLE**

Funds for Rent Increase/Relocation Cost/Cubicles  
*Provide a brief, descriptive title for this request.*

**AMOUNT**

General: \$200,000  
Federal: \$0  
Other: \$0  
Total: \$200,000  
*What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.*

**NEW POSITIONS**

0.00  
*Please provide the total number of new positions needed for this request*

**FACTORS ASSOCIATED WITH THE REQUEST**

Mark "X" for all that apply:

<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request -- If so, Priority #

**STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES**

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens

**ACCOUNTABILITY OF FUNDS**

4.3.3. Increased office space appropriate for current FTE count and future investigative and training needs of state based upon population growth, increased complaints, and community race relations interventions.  
Due to the lack of office space and storage, the agency is converting its board room to cubicle offices until new space can be found. Board meetings are held outside of agency in either public or private space at an additional rent cost to make meetings public. Our use of space and funds would be evaluated by State Facility and Property Management. We currently pay \$9.10 per square foot.

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

**RECIPIENTS OF FUNDS**

New office space/No State space available, therefore, private sector commercial space sought through competitive process based on open floor plan for cubicles. The state competitive bid process will be used to procure cubicles and movers.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated -- using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF REQUEST**

The Commission currently leases 11,596 square feet for 55FTE's (seven telecommuters) at \$105,524.00 yearly. We also have three of 13 part-time temporary positions filled, (telecommuting positions) not impacting office space. With the restaffing of the Community Relations Program, the partial restaffing of Administrative Services, the conversion of the large conference room to cubicle office space, the lack of storage space for office supplies and agency equipment, and future growth due to more people locating to South Carolina, who will seek our services, it is critical that we find new office space now. We anticipate paying \$18 - \$20 per square foot.  
The Commission currently stores office equipment in space leased by the State Arts Commission, who resides in the same building. However, we have been informed that we must remove our stored items, as they anticipate bringing a new program on-line, so they will need their office space back. We must keep two offices open for telecommuters who come in once a week to use shared space. The Commission moved into the current office space in 2013 with 23 people; now has 55 FTEs, and simply does not have enough office or storage space. We must find space better suited to meet staffing needs, a large conference room, as well as meet the needs of the public, who enter our space for services and Board meetings/public hearings.  
Most employee offices have no sitting space for anyone other than the person who works in that cubicle/office.

Meetings are held in the small conference room; in the Board Room, which at the writing of this document was slated to be downsized to make more office space. Additionally, the old building has been plagued with leaks and water intrusion that permeates the space. The agency has federal nonrecurring funds to cover the cost of new cubicles and helping to move the agency.

If these funds are not received, morale will suffer, employee retention will further dip, face-to-face interaction with complainers/respondents will disappear, and citizen satisfaction will likely drop.

**PLEASE NOTE: If state space can be found for the Commission, the Commission has federal and earmark funds (one-time money) to purchase cubicles and to upfit state space, which may help address deferred maintenance. If the agency can only find private commercial space, we still have money to possibly help offset the cost of rent.**

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

### FORM B1 – RECURRING OPERATING REQUEST

**AGENCY PRIORITY**

2  
*Provide the Agency Priority Ranking from the Executive Summary.*

**TITLE**

Retention Funding  
*Provide a brief, descriptive title for this request.*

**AMOUNT**

General: \$65,230  
Federal: \$0  
Other: \$0  
Total: \$65,230  
*What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.*

**NEW POSITIONS**

0.00  
*Please provide the total number of new positions needed for this request.*

**FACTORS ASSOCIATED WITH THE REQUEST**

Mark "X" for all that apply:

<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #

**STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES**

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input checked="" type="checkbox"/>	Government and Citizens

**ACCOUNTABILITY OF FUNDS**

4.3.1 Improve efficiency of Commission by decreasing employee turnover rate.  
The agency experienced a 21.5% vacancy rate due to people leaving the agency to take better paying jobs associated with the "Great Resignation" SFY 2021-2022. This was despite the pay for retention provided to all employees and a reclassification study that afforded many upward mobility and compensation increases. The agency, when attempting to fill vacancies, was faced with applicants wanting higher salaries than that of employees already working for the agency. Thus, there were several occasions when we could not "seal the deal" after weeks of recruitment and interviews because we could not bring someone in at a higher salary than incumbents in a program area. Our strategy and goal are to bring Program Coordinator I's and II's salaries up to the state average per classification and determine if this will stop the exit.  
Evaluation – decrease in turnover rate and maintenance of institutional knowledge.  
*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

**RECIPIENTS OF FUNDS**

SCHAC employees based upon classifications with the most turnover; and pay increases for Staff Attorneys who historical are recruited by law firms who practice employment law. We anticipate giving up to 5% pay increases to selected class titles.  
*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

Retention Funding: \$50,000  
Fringe Benefits (Retirement and Social Security): \$15,230 (30.46%)  
**Total Cost: \$65,230**  
Despite retention funding provided by the General Assembly for SFY 2021-2022 and a Classification and Compensation Study being conducted during the same period, the Commission now finds itself still experiencing high turnover. This led to a reduction in the number of EEO cases that could be investigated during the FFY2021-2022 contract period. Specifically, the Classification and Compensation Study afforded better utilization and upward mobility for employees, which led to promotions. Several persons were promoted to supervisory positions, which then left vacancies filled with new novice investigators. The new investigators will require two to three years of training and work experience for each to produce 72 cases per year.



**JUSTIFICATION OF  
REQUEST**

Additionally, with the "Great Resignation", the agency lost several employees who were simply offered better paying positions, four (4) relocating to other states. The Commission also anticipates other retirements at the supervisory and management levels during SFY 2022 - 2023, which could further reduce seasoned investigators, who likely will seek promotions into management/supervisory positions. Therefore, it is critical that the Commission put in place a new team inclusive of a new supervisor and four investigators that will be addressed in Priority #3. However, to stop the bleeding now, the agency needs to raise the salary of investigators to keep them in place and make their salaries comparable to the salaries being requested by persons seeking employment at the Commission.

Additionally, by raising what we can pay, it will afford SCHAC the opportunity to hire well suited and qualified candidates. On several occasions, after lengthy recruitment and interview processes, we were unable to "seal the deal" because candidates requested more money than current employees who had been with the agency for several years. The salary for current SCHAC employees is still low when compared with other state employees with the same job title and comparable years of experience. Therefore, we are requesting funds to give high turnover positions in the Program Coordinator series an additional 5.0 percent pay increase.

If these funds are not received, it threatens our EEOC contract dollars, which will be reduced, and the cases will be investigated by EEOC federal offices. With the current turnover, we need at least 12 FTEs filled with seasoned investigators consistently to produce \$800,000 - \$900,000 per year in federal contract dollars.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

**FORM B1 – RECURRING OPERATING REQUEST**

**AGENCY PRIORITY**

**3**  
*Provide the Agency Priority Ranking from the Executive Summary.*

**TITLE**

**New EEO Supervisor and Investigative Team**  
*Provide a brief, descriptive title for this request.*

**AMOUNT**

**General: \$356,536**  
**Federal: \$0**  
**Other: \$0**  
**Total: \$356,536**  
*What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.*

**NEW POSITIONS**

**4.00**  
*Please provide the total number of new positions needed for this request.*

**FACTORS ASSOCIATED WITH THE REQUEST**

**Mark "X" for all that apply:**

<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #

**STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES**

**Mark "X" for primary applicable Statewide Enterprise Strategic Objective:**

<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

**ACCOUNTABILITY OF FUNDS**

Sections 4.1.2 – Decrease the average case age to improve processing time  
Section 2.1.1 – Close 80% of carried forward inventory & cases received previous FFY.  
Section 2.1.2 – 95% or more closures initially accepted by the EEOC during the FFY

The more seasoned Investigators on staff (three or more years' experience), the greater likelihood these goals can be achieved. Seasoned Investigators are required to complete 72 investigations per year or 864 closed cases in total for 12 Investigators. These funds and the effective use of these funds will be evaluated through the state EPMS System for employees and supervisors. If we can retain, train, and ensure succession planning, we will be able to consistently investigate more than 864 cases per year and meet our production goals.

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

**RECIPIENTS OF FUNDS**

New state employees in the Compliance Program area of the agency's budget, citizens, and employers across the state, whose cases are investigated in a timely manner.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF REQUEST**

Program Manager I - Salary: \$62,000 Fringe: \$24,242 Operation: \$15,000  
Program Coordinator I - Salary: \$50,394 Fringe: \$19,704 (39.1%) Operation: \$15,000  
Personnel Cost: \$296,536 (4) FTE's  
Operational Cost: \$60,000 (4) FTE's  
**Total Cost: \$356, 536**

One FTE is already onboard, so the agency needs three more investigator slots to make the four-member team. This will bring the number of EEO Investigator FTEs to 16, four investigators per team (each team member completing 72 cases), with one supervisor per four-member team (reviewing 288 cases per team per year). This staffing pattern will provide the agency some cushion in case production, as we rebuild the EEO

investigative staff due to the "Great Resignation".

Should turnover continue, our goal is to always maintain at least 12 seasoned investigators as a part of our succession planning, so that we never have to cut case production because of a lack of experienced investigators or supervisors. Our intent is to bring the agency back to its contract goal of 800 - 900 cases per year, given the average number of cases filed per year in South Carolina. **Due to the reduction in the number of cases that SCHAC could handle in FFY 2021-2022 (600 cases)**, more cases had to be investigated by the federal EEOC. This means longer wait times to investigate and close cases, impacting both the complainant and respondent.

We have no vacancies and have determined that we need 16 investigators to protect the citizens of the state from long waits to complete case investigations, in the event of continued shortages of workers.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

**FORM B1 – RECURRING OPERATING REQUEST**

**AGENCY PRIORITY**

4  
*Provide the Agency Priority Ranking from the Executive Summary.*

**TITLE**

Community Relations Program Staffers  
*Provide a brief, descriptive title for this request.*

**AMOUNT**

General: \$255,294  
Federal: \$0  
Other: \$0  
Total: \$255,294  
*What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.*

**NEW POSITIONS**

3.00  
*Please provide the total number of new positions needed for this request.*

**FACTORS ASSOCIATED WITH THE REQUEST**

Mark "X" for all that apply:

<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #

**STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES**

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

**ACCOUNTABILITY OF FUNDS**

Sections 1.3 - Promote outreach and community relations opportunities to promote the agency's mission across the state.  
This request would provide one staff person for each congressional district to address building partnerships and community relations to minimize racial and civil unrest. A new performance measurement system was developed in early 2021, in keeping with the findings of the 2017 House Legislative Oversight Committee Recommendations, i.e., establish performance measurements to determine the effectiveness of Community Relations Councils (CRC's). Included in the measurement system is an Annual Report developed by the SCHAC Community Relations Division to, 1) explain the work conducted by local CRCs in their communities and the impact of that work, and 2) the technical assistance provided by SCHAC staffers to local CRC's attempting to address problems in human affairs and race relations. This report will be shared with various legislators in early 2023, who are working with the Commission to fully staff and fund the Community Relation Division program area.

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

**RECIPIENTS OF FUNDS**

New state employees in the Consultative Services Program/Community Relations Division of the agency's budget, and communities and employers across South Carolina.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

Salary: \$50,394.00 Fringe: \$19,704.00 (39.1%) Operating: \$15,000.00  
Personnel Cost: \$210,294.00 (3) FTE's  
Operational Cost: \$45,000.00 (3) FTE's  
**Total Cost: \$255,294.00**

There are no existing vacancies in this program area or unused FTE's. If funds are not received, it makes it impossible to preempt matters, and failure to get the funds changes the program from "prevention" to emergency responding only.

In 2017, the House Legislative Oversight Committee made two SCHAC recommendations regarding the work of the Commission: 1) address Employee Retention, and 2) measure the effectiveness of Community Relations Councils (CRC's). When the Recession of 2008 caused the agency to lose more than half of its staff, the Community Relations Program was slashed, and the program was

**JUSTIFICATION  
OF REQUEST**

functioning in an anemic state at the time of the House Legislative Oversight Review, and when Commissioner Davis returned to the agency in 2020.

In 2020, a request was made to fund seven (7) Community Relations staffers, one staff person for each Congressional district to work with the seven SCHAC Commissioners appointed by the Governor. No positions were requested for the two at-large seats.

The General Assembly approved one (1) new FTE in the SFY 2021-2022 Appropriation Bill to begin the work of rebuilding the "prevention" program. This priority is being addressed again in the SFY 2023-2024 budget request to bring the agency back in compliance with its enabling statute and address the racial discord, divisiveness and disharmony that now seeks to erode the progress made in this nation and state over decades. Hate crimes are on the rise and the political divide that has the country spiraling toward community unrest dictates that the State must be strategic and preemptive in its efforts to "maintain and promote goodwill and the betterment of human affairs"; thereby, improving the quality of life for all South Carolinians.

This request seeks funding for three (3) Community Relations staffers, to work with the one new FTE approved for SFY 2022-2023, and other staff personnel shifted to help rebuild this program area. If these three (3) positions are approved, the sections will have a supervisor and six Community Relations Coordinators to serve the 46 counties.

**The SCHAC contends that no one can deny that if racial or civil unrest comparable to that of the 60's and 70's reappears, and violence seen in other areas of the country were to happen in South Carolina, it would indeed be treated as a state of emergency.** Therefore, we have modeled our program after the South Carolina Emergency Management Division (SCEMD), which already has six (6) districts with identified organizations and people already in place to assist the state in the event of flooding, tornadoes, fires and earthquakes, train derailments, etc. Our expertise and training are in the areas of addressing racial and community discord and working within communities to deescalate issues before they evolve into bigger issues, and to help local citizens understand their roles in being the eyes and ears regarding incidences of racial or civil unrest.

To ensure that the SCHAC Community Relations Department and its partners across the state are ready for any situation that arises, the Commission will use the South Carolina Emergency Management Division Operating Conditions (OPCON) three levels to denote the SCHAC's work in each of the six (6) regions.

**Level 1: Normal Operations**

- Identifying community partners
- Training community partners/ Defusing racial tensions
- Defining local/county goals
- Problem Solve
- Hold Public Forums
- EEO Compliance
- Housing Compliance
- Local SWOT Analysis

**Level 2: Enhanced Level of Awareness/Alert**

- Racial Tension/Rumored Hate Crime Eminent
- Convene local leadership and Community Relation Council Membership
- Problem Solve
- Attempt to mediate community conflict

**Level 3: Eminent Loss of Life**

- Property Damage
- Law Enforcement Needed to Reestablish Peace
- Curfew in Place
- Problem Solve
- Mediate/Conflict Resolution

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:  
Agency Code:

Human Affairs Commission  
L360

Section:

170

## FORM B1 – RECURRING OPERATING REQUEST

### AGENCY PRIORITY

5

*Provide the Agency Priority Ranking from the Executive Summary.*

### TITLE

Technical Services and Training Program (Public/Private Sector Trainer)

*Provide a brief, descriptive title for this request.*

### AMOUNT

General: \$85,098

Federal: \$0

Other: \$0

Total: \$85,098

*What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.*

### NEW POSITIONS

1.00

*Please provide the total number of new positions needed for this request.*

### FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Change in cost of providing current services to existing program audience |
| <input type="checkbox"/>            | Change in case load/enrollment under existing program guidelines          |
| <input type="checkbox"/>            | Non-mandated change in eligibility/enrollment for existing program        |
| <input type="checkbox"/>            | Non-mandated program change in service levels or areas                    |
| <input type="checkbox"/>            | Proposed establishment of a new program or initiative                     |
| <input type="checkbox"/>            | Loss of federal or other external financial support for existing program  |
| <input type="checkbox"/>            | Exhaustion of fund balances previously used to support program            |
| <input type="checkbox"/>            | IT Technology/Security related  |
| <input type="checkbox"/>            | Consulted DTO during development  |
| <input type="checkbox"/>            | Related to a Non-Recurring request – If so, Priority #                    |

### STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Education, Training, and Human Development     |
| <input type="checkbox"/>            | Healthy and Safe Families                      |
| <input checked="" type="checkbox"/> | Maintaining Safety, Integrity, and Security    |
| <input type="checkbox"/>            | Public Infrastructure and Economic Development |
| <input type="checkbox"/>            | Government and Citizens                        |

### ACCOUNTABILITY OF FUNDS

Section 1.1 - Train stakeholders to prevent discrimination.

The agency is at capacity providing training based upon the diversity of the work in the Division. If this request is funded, we would be able to meet more training request for both public and private employers, targeted towards "prevention" of unlawful discrimination.

Evaluations are done at the end of all training provided by the Commission. Our training is considered excellent. Part of the reason for the numerous requests to provide additional training is that employers/employees want other topics covered. To do so, would require a dedicated training staff person.

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

### RECIPIENTS OF FUNDS

New State Employee in the Consultative Services Program/Technical Services and Training Division of the agency's budget.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

### JUSTIFICATION OF REQUEST

Personnel Cost: \$50,394.00

Fringe: \$19,704.00

Operational Cost: \$15,000.00

Total Cost: \$85,098.00

There are no existing vacancies in this program area or unused FTE's. If funds are not received, it means public and private sector employers' liabilities for violations of state and federal employment laws, will likely increase as new managers/supervisory employees are hired to replace those who left during the "Great Resignation". These new employees need EEO training. State and private sector employers rely heavily upon SCHAC to

provide that training as a part of our mission "to **prevention** and eliminate" unlawful discrimination. The Technical Services and Training Division provided 38 training sessions to nine (9) State agencies and thirteen (13) county government/other entities, impacting 2,845 employees during SFY 21-22. More wanted face-to-face training, but the Commission was unable to provide due to a shortage of available trainers. We will be unable to expand training or meet the needs if another staffer is not approved.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:  
Agency Code:

Human Affairs Commission  
L360

Section:

70

## FORM B1 – RECURRING OPERATING REQUEST

### AGENCY PRIORITY

6
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*Provide the Agency Priority Ranking from the Executive Summary.*

### TITLE

Fair Housing Investigator
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*Provide a brief, descriptive title for this request.*

### AMOUNT

General: \$85,098
Federal: \$0
Other: \$0
<b>Total: \$85,098</b>

*What is the net change in requested appropriations for FY 2023-2024? This amount should correspond to the total for all funding sources on the Executive Summary.*

### NEW POSITIONS

1.00
------

*Please provide the total number of new positions needed for this request*

### FACTORS ASSOCIATED WITH THE REQUEST

Mark "X" for all that apply:	
<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
<input type="checkbox"/>	Non-mandated program change in service levels or areas
<input type="checkbox"/>	Proposed establishment of a new program or initiative
<input type="checkbox"/>	Loss of federal or other external financial support for existing program
<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
<input type="checkbox"/>	IT Technology/Security related
<input type="checkbox"/>	Consulted DTO during development
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #

### STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES

Mark "X" for primary applicable Statewide Enterprise Strategic Objective:	
<input type="checkbox"/>	Education, Training, and Human Development
<input type="checkbox"/>	Healthy and Safe Families
<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security
<input type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens

### ACCOUNTABILITY OF FUNDS

Sections 3.1 Implement an efficient processing system for Housing discrimination complaints
Sections 3.2 Promote settlements/agreements and ensure compliance with settlements/agreements through monitoring
Based upon the population size of South Carolina, the U.S. Department of Housing and Urban Development (HUD) indicates that a minimum of 60 cases should originate in SC each year. We have exceeded this number 100% plus over the past several years. With the aging of the population, we need additional investigators to meet the needs of retirees filing complaints in larger numbers, mostly alleging disability discrimination.

*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

### RECIPIENTS OF FUNDS

New state employee in the Compliance Programs Section of the agency's budget, housing providers and complainants receive timely completed investigations of housing complaints.
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*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

### JUSTIFICATION OF REQUEST

Personnel Cost: \$50,394.00
Fringe: \$19,704.00
Operational Cost: \$15,000.00
<b>Total Cost: \$85,098.00</b>
The South Carolina Human Affairs Commission investigates housing discrimination complaints for the state of South Carolina. These complaints would be investigated by the U.S. Department of Housing and Urban Development if the Commission were not a contracting agency with HUD to do this work. Based upon the population of this state, HUD projects this state should have approximately 60 cases per year. Given the increase in the retiree population, this agency has consistently over the past five (5) years investigated more than 130 cases. Many of these allegations alleged and continue to allege disability discrimination given the



growing retirement population. During our last audit for FFY 20-21, we were advised to increase our investigative staff and this request seeks to respond to the recommendation of HUD. According to in-house attorney's, the complexity of housing Investigations warrants this request. Additionally, we expect the retirement population and the overall number of persons moving to South Carolina to continue to increase. If funds are not received, the agency may be cited in the HUD audit for being understaffed given the large number of housing discrimination complaints being filed in the state. WE have no existing vacancies in this program area.

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

**FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

**TITLE**

Agency Cost Savings and General Fund Reduction Contingency Plan

**AMOUNT**

\$98,928

*What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.*

**ASSOCIATED FTE REDUCTIONS**

One (1) FTE

*How many FTEs would be reduced in association with this General Fund reduction?*

**PROGRAM / ACTIVITY IMPACT**

One FTE would be impacted in the Compliance Programs area. The reduction would contribute to the loss of one HUD Investigator FTE or one EEO Investigator FTE.  
In the event of the loss of state funding, the agency would reassess its contract obligations to both federal agencies and may be required to lower the number of cases investigated by the Commission.  
Additionally, the agency would seek to cut "Operating Cost" related to travel, supplies, and other expenditures that can be purchased using non-recurring funds.

*What programs or activities are supported by the General Funds identified?*

**SUMMARY**

The largest portion of the agencies budget is expended in personnel/fringe benefit costs. When Investigative staff is affected, it means private sector employers would have more cases investigated by the federal agencies. State agency EEO cases are required to be investigated by the SCHAC first.  
The impact to the private employer would be longer wait times for an investigation to be completed and the cost associated with paying legal fees and other associated cost.  
The Commission's goal is to investigate its employment cases within 180 days and HUD cases with 100 days. The increase in average case processing time will adversely impact citizens and businesses that depend upon a quick resolution to matters that can be highly sensitive in nature.  
In addition, less investigators processing complaints will negatively affect the number of discriminatory allegations being investigated by the state and will allow the federal government to have exclusive jurisdiction to resolve charges.  
The method of calculation for anticipated reductions were determine by the Governor's Office.

*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

**AGENCY COST SAVINGS PLANS**

A reduction of more than \$50,000 will contribute to the loss of an FTE at the Commission, just as the agency finally regains staff loss in the 2008 Recession.  
The Commission will repurpose the funds to provide training to maintain efficiency and strive to complete the agency's agreement with the U.S. Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Housing and Urban Development (HUD).

*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*

**FORM F – REDUCING COST AND BURDEN TO BUSINESSES AND CITIZENS**

**TITLE**

N/A

*Provide a brief, descriptive title for this request.*

**EXPECTED SAVINGS TO  
BUSINESSES AND  
CITIZENS**

N/A

*What is the expected savings to South Carolina's businesses and citizens that is generated by this proposal? The savings could be related to time or money.*

**FACTORS ASSOCIATED  
WITH THE REQUEST**

<b>Mark "X" for all that apply:</b>	
<input type="checkbox"/>	Repeal or revision of regulations.
<input type="checkbox"/>	Reduction of agency fees or fines to businesses or citizens.
<input type="checkbox"/>	Greater efficiency in agency services or reduction in compliance burden.
<input type="checkbox"/>	Other

**METHOD OF  
CALCULATION**

N/A

*Describe the method of calculation for determining the expected cost or time savings to businesses or citizens.*

**REDUCTION OF FEES  
OR FINES**

N/A

*Which fees or fines does the agency intend to reduce? What was the fine or fee revenue for the previous fiscal year? What was the associated program expenditure for the previous fiscal year? What is the enabling authority for the issuance of the fee or fine?*

**REDUCTION OF  
REGULATION**

N/A

*Which regulations does the agency intend to amend or delete? What is the enabling authority for the regulation?*

**SUMMARY**

N/A

*Provide an explanation of the proposal and its positive results on businesses or citizens. How will the request affect agency operations?*



**Fiscal Year FY 2023-2024  
Agency Budget Plan**

**FORM A - BUDGET PLAN SUMMARY**

**OPERATING REQUESTS  
(FORM B1)**

For FY 2023-2024, my agency is (mark "X"):	
<input checked="" type="checkbox"/>	Requesting General Fund Appropriations.
<input type="checkbox"/>	Requesting Federal/Other Authorization.
<input type="checkbox"/>	Not requesting any changes.

**NON-RECURRING REQUESTS  
(FORM B2)**

For FY 2023-2024, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
<input checked="" type="checkbox"/>	Not requesting any changes.

**CAPITAL REQUESTS  
(FORM C)**

For FY 2023-2024, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting funding for Capital Projects
<input checked="" type="checkbox"/>	Not requesting any changes

**PROVISOS  
(FORM D)**

For FY 2023-2024, my agency is (mark "X"):	
<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos
<input type="checkbox"/>	Only requesting technical proviso changes (such as date references)
<input checked="" type="checkbox"/>	Not requesting any proviso changes

Please identify your agency's preferred contacts for this year's budget process.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<b>PRIMARY CONTACT:</b>	Janie Davis	(803) 737-7825	jdavis@schac.sc.gov
<b>SECONDARY CONTACT:</b>	Daniel Koon	(803) 737-7832	danny@schac.sc.gov

I have reviewed and approved the enclosed FY 2023-2024 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<i>Agency Director</i>	<i>Board or Commission Chair</i>
<b>SIGN/DATE:</b>	<i>Janie A. Davis 9/16/2022</i>	<i>James T. McLawhorn Jr 9/16/22</i>
<b>TYPE/PRINT NAME:</b>	Janie A. Davis	James T. McLawhorn, Jr.

This form must be signed by the agency head – not a delegate.